Joint Doctoral Degree Program Handbook

Indian Institute of Technology Kanpur (India)

La Trobe University (Australia)

Contents

1. The IIT Kanpur – La Trobe University Joint Doctoral Degree Program

We are excited to introduce the IIT Kanpur - La Trobe University Joint PhD Program. The program provides PhD candidates enrolled at both institutions with the opportunity to work on a cross-border research project with supervisors and research teams in India and Australia, to access facilities and professional development programmes at both institutions in each country.

1.1 Key information and contacts

More information about research at the two universities can be found on the IITK and La Trobe websites.

Information on policies and processes at the two institutions can be found at:
- La Trobe University https://www.latrobe.edu.au/researchers/grs/hdr
- IIT Kanpur https://www.iitk.ac.in/doaa/functions-of-spgc

Key contacts for program administration and governance are as follows:

Academic Program Directors
- IITK - Professor Priyanka Ghosh apd_ltura@iitk.ac.in
- LTU - Dr Kiran Shinde K.Sinde@latrobe.edu.au

Administration
- LTU - Graduate Research School Admissions international.GRS@latrobe.edu.au
- LTU - Graduate Research School Examinations Exams.GRS@latrobe.edu
- IITK - Office of Dean of Academic Affairs doaa@iitk.ac.in
- IITK - Office of Dean of International Relations doir@iitk.ac.in
- Office of the IITK-LTU Research Academy office_ltura@iitk.ac.in

Governance
- LTU – Chair Board of Graduate Research Dean.GRS@latrobe.edu.au
- IITK – Chairperson SPGC spgc@iitk.ac.in

2. Program overview

As a condition of enrolment on the joint PhD program, candidates are required to:
- Spend a minimum of two years enrolled at each institution
- Spend typically one year at the host institution*
- Undertake a program of progress monitoring and examination that meets the requirements of both institutions
- Comply with the rules, regulations, policies, codes and procedures of both institutions
- Write and submit a thesis for defence by oral examination at IITK
  * If, due to exceptional circumstances, a candidate is not able to travel to the host institution, the Doctoral Advisory Committee can agree to waive this requirement.

Candidates have a "home institution" where they begin their studies and spend the majority of time. The expectation is that candidates will spend up to 12 months at the other, "host", institution; the timing and duration of this will depend on the program of research but in general will be in the second or third year of the degree. Travel to and study at the host institution will be subject to the usual immigration requirements.

Candidates may have already commenced a PhD at their home institution prior to transferring in the joint PhD program through enrolment at the host institution. In this case, the candidate consumed will continue to be counted from the commencement date of the original enrolment at the home institution.

Candidates on the joint PhD program will be enrolled in a PhD in parallel at both institutions. The supervisory team will comprise academics from both institutions who will provide support and guidance throughout the project. Candidates will benefit from the research community, networking and collaborations of the IITK-LTU Research Academy. Through enrolment at both institutions, candidates will have access to services and support provided at IITK and LTU, including a range of professional and personal development for researchers.

The joint PhD includes a tailored program of progress monitoring to fulfil the requirements of both institutions. On successful completion of the program requirements, candidates will be awarded a PhD jointly by both institutions.

2.1 Scholarships and funding

Unless otherwise indicated, candidates who wish to be admitted onto the joint PhD program are entitled to apply to the home and/or host institutions for a tuition fee scholarship. Candidates are also entitled to apply for a stipend/bursary to cover basic living costs. Scholarships are awarded on merit, and the value and conditions of any scholarship awarded will be in accordance with the terms and conditions of the awarding institution.

For candidates awarded a scholarship, both institutions will provide a tuition fee scholarship. In addition:
- Successful applicants whose home institution is LTU will be awarded a 3.5 year La Trobe Graduate Research Scholarship. During the period these candidates are at IITK they are entitled to receive a top-up scholarship from IITK which will cover basic living costs including accommodation on campus.
- Successful applicants whose home institution is IITK shall receive a stipend/living allowance from IITK covering subsidised food, living expenses and health care at IITK. These candidates

are entitled to receive a top-up from LTU for up to 12 months during the period these candidates are at LTU.
- A travel award for each scholarship recipient, supporting travel to the host institution, will also be provided by the home institution.

Applicants for the Joint PhD program may hold any scholarship normally awarded by either institution, subject to the terms and conditions of that scholarship. The number of scholarships available each year and their eligibility may vary.

Under the Research Academy 'Research Affiliation Agreement' both institutions have committed to funding up to 40 scholarships with IITK as the home institution. These scholarships are in addition to the normal scholarship rounds of each institution. For these, in addition to the above scholarship provisions, LTU will provide a travel award for each candidate (AUD 1,000) to support travel and health cover costs. These scholarships are allocated to specific projects and supervisors through the Asia Smart Cities Research and Innovation Network program.

Where a scholarship is not awarded, candidates will be liable for all tuition fees and project costs at each institution.

Regardless of whether a scholarship is awarded, students on the joint PhD program will be personally responsible for the following expenses unless otherwise advised:
- Incidental fees and charges at either institution
- Insurance, including medical and travel insurance, for the entire period of their stay at the either institution
- Accommodation and living expenses at either institution
- All costs associated with applying for and obtaining appropriate visas and travel documentation to the country of the host institution
- All personal expenses and non-compulsory additional fees at the host institution
- All debts incurred by candidates during the course of their stay at either institution
- Any other debts incurred by candidates during the Joint PhD Program.

2.2 Program governance and management
The joint PhD program is overseen by the Doctoral Advisory Committee. This Committee maintains each institutions' requirements for the joint program; monitors the academic quality and carries out annual reviews of the joint PhD program and the individual projects.

2.3 Project agreements
The universities will enter into a project agreement for each individual project; this must be completed and signed before an unconditional offer of enrolment into the joint PhD program is made to each applicant. These agreements detail the financial and resource requirements and intellectual property arrangements for each project. Project agreements should usually be initiated by the home institution using the template in the joint PhD agreement.

A risk assessment must be undertaken for each project by the supervisory team at each institution, according to each institution's requirements.

Students will be required to sign up to the project agreement via the project agreement or a Student Deed (LTU).

2.4 Risk assessments

A risk assessment must be undertaken for each project by the supervisory team at each institution, according to each institution's requirements. The risk assessment will be monitored by the Doctoral Advisory Committee for the duration of the PhD project.

2.5 Application and admissions

Admission to the joint PhD program will be overseen by the Academic Program Directors according to each institution's admissions procedure. Candidates must meet the admissions requirements of both institutions. Each project on the joint PhD program will have a formal project agreement in place between the two institutions.

The process of application and admission is as follows:

Research Academy website registration form: Used to assess the eligibility of a prospective student from either institution to apply for admission into the Joint PhD program. After confirmation from IITK and LTU primary supervisors of suitability of the student, the student can apply to the Research Academy through the academy website (https://ra-latrobe.iitk.ac.in/) by submitting the registration form (https://ra-latrobe.iitk.ac.in/studentRegistrationForm). The IIT Kanpur Academic Program Director (APD) undertakes an assessment of the submitted material and liaises with the Doctoral Advisory Committee to seek endorsement.

- Newly enrolling students will indicate a preferred Home Institution under 'Institute of PhD Registration'. If accepted in principle by the DAC, they will then apply first to the Home Institution in the normal way before following the processes outlined below for admission into the Host Institution.
- For students already at IITK, they should be enrolled for at least 6 months prior to registration and should include in their submission an approved NOC (https://ra-latrobe.iitk.ac.in/static/docs/NoObjLetter.pdf) from IITK.
- For students already at LTU, they should register within their first year of study.

Academy Doctoral Advisory Committee: Gives in-principle approval for a student to join the program, after which the student can be informed with "Provisional Acceptance". The IITK-APD advises the student of the outcome and invites the student to apply directly to the Host Institution, with any additional requirements and processes as outlined in the annexes below.

Project Agreement form: At least 3 months prior to the intended commencement date at the Host Institution, the IITK-APD to send to partnerships.GRS@latrobe.edu.au a completed Project Agreement Form. The LTU Graduate Research School will arrange LTU review and execution.

2.5.1 Where LTU is the Host Institution

- **IITK Student**:
  - Once provisional acceptance is received from the APD-IITK, the student can apply for admission into the LTU PhD (Joint). Applications should be submitted with the support of the La Trobe India office in Delhi.
  - Instructions on how to apply and the required documentation are found on the LTU website (https://www.latrobe.edu.au/study/apply/research/doctor).
  - LTU has minimum academic entry requirements, which are considered on the basis of assessment of a prior research thesis or equivalent, and English language requirements

which are described here
(https://www.latrobe.edu.au/study/apply/international/requirements).

o   Note that LTU has a minimum candidature period of two years for doctoral degrees, so the student should submit an application promptly before admission requirements will be met but within two years of candidature at IITK.

o   **Applicants already enrolled at IITK may be provided by LTU with a conditional offer of enrolment at LTU, subject to confirmation of their PhD candidature at IITK (passing of the IITK Comprehensive Examination).**

o   *LTU Academic entry requirements*
The minimum academic requirement for entry to a PhD at La Trobe University is a Masters by research degree in a relevant discipline completed within the last ten years assessed at a La Trobe Masters by research standard of 70 or above.

An applicant with a Bachelor (Honours), Masters by coursework or ungraded Masters by research degree completed within the last ten years may be eligible for direct entry to the PhD where a weighted average mark of 70 or above has been achieved across any coursework subjects in their qualifying degree and:
   a.   their qualifying degree includes a research thesis of typically 15,000-20,000 words assessed at a La Trobe Masters by research standard of 70 or above; OR

   b.   their qualifying degree includes a written research component comprising at least 3/8 of one year of their qualifying degree assessed at a La Trobe Masters by research standard of 70 or above; OR

   c.   they are the lead author of a peer-reviewed publication or other research published within the last ten years assessed at a La Trobe Masters by research standard of 70 or above.

Students must also achieve minimum **English language requirements** for entry into La Trobe as outlined here:
https://www.latrobe.edu.au/study/apply/international/requirements.

The benchmarks and requirements may be reviewed and revised in the future, but please continue to refer to this page for the latest information and requirements.

- **LTU Graduate Research School**:
  o   Generates recommendation of candidature form for distribution to LTU academic school, which is sent to the primary LTU supervisor. The GRWS recommendation of candidature form captures approved supervision arrangements, all information on the degree and relevant research codes, and approval by the academic school.
  o   Administers final approval on behalf of the LTU Board of Graduate Research, confirms that project agreement has been signed by both parties, and issues an offer of admission and scholarship package to the student.
  o   A conditional offer may be made to IITK students so that students can apply early and receive a prompt response.
  o   Asks the student to sign an IP deed prior to enrolment and facilitates enrolment in the LTU Joint PhD.

2.5.2 Where IITK is the Host Institution

- **LTU Student**:
  - o Once provisional acceptance is received from the APD-IITK, the student can apply for admission into the IITK PhD.
  - o Instructions on how to apply and the required documentation are found on the IITK website (https://www.iitk.ac.in/oir/how-to-apply)
  - o Applicants should send to IITK:
    - Completed IITK application form
    - Copies of emails from both IITK and LTU supervisors confirming their consent in enrolment of the Joint PhD program
    - Copies of academic transcripts and certificates

3. During your research program

3.1 Supervisory team

The supervisory team will be identified as part of the application and admissions process. Each candidate will be supported by at least two supervisors with a demonstrated track record in the relevant area of research. As a minimum, this will be a principal supervisor at the home institution and a co-supervisor at the host institution.

3.2 Induction and development needs analysis

All candidates will have access to training and development opportunities offered by both institutions. At LTU, a program of professional development is available through the Graduate Research School Research Education and Development (RED) program: https://www.latrobe.edu.au/researchers/grs/red.

Supervisors will ensure that an appropriate induction and orientation is provided at the start of each project. At LTU, this will include completion of an Induction Checklist. During the first three months of your registration, you should work with your supervisors to identify your development needs and agree on a development plan. Your plan should be reviewed and updated throughout your studies.

3.3 Ethics and research integrity

All projects must secure the necessary level of ethical approval. As the ethics requirements vary between India and Australia, all projects must receive ethical approval from each institution separately, to ensure that the regulatory differences do not impact at final examination. Data collection should not begin until approval in both countries has been granted.

It is important that supervisors and the research team plan well in advance and familiarise themselves with the ethics approval processes at both institutions so that applications for ethics approvals are submitted within appropriate timelines.

You will be expected to comply with the research integrity and misconduct policies and procedures of both institutions.

3.4 Progression monitoring

Candidates will undertake a tailored program of progression and monitoring that meets the general requirements of both institutions. As a general principle, candidates will follow the processes in

place at the home institution, with additional steps as necessary to satisfy the requirements both institutions; this is outlined in the table below. The institution responsible for managing the process will confirm the outcomes to the other institution and share information as necessary to fulfil that institution's requirements.

Where LTU is the Home Institution

Milestone	Managed by LTU	Managed by IITK
Approval of Research Program – 3 months	LTU Induction Checklist	The candidate may need to take courses either at IITK or LTU as advised by the DAC
Confirmation of PhD – 12 months	LTU Confirmation of PhD /seminar	Comprehensive Examination completed within 2 years of enrolment
Mid-candidature review – 24 months	LTU Mid-candidature review / seminar	
Pre-submission review – 36 months	LTU Pre-submission review / seminar	Open Seminar presented 6 months prior to thesis submission, which may be combined with the LTU Pre-submission review seminar
Expected submission date	36 months	
Maximum permissible timescale	48 months	

Where IITK is the Home Institution

Milestone	Managed by IITK	Managed by LTU
Approval of Research Program – 3 months		Candidates are asked to complete the LTU Induction Checklist
Confirmation of PhD – 12 months	Comprehensive Examination completed within 2 years of enrolment.	
Mid-candidature review – 24 months	State of the Art Seminar (SOTA)" within 6 months from the date of the comprehensive exam.	
Pre-submission review – 36 months	Open Seminar presented 6 months prior to thesis submission	
Expected submission date		36 months
Maximum permissible timescale		48 months

3.5 Changes to registration / candidature

Candidates wishing to vary their candidature should complete the appropriate paperwork for the home institution. The Doctoral Advisory Committee will discuss whether the requested variation can be approved in accordance with the policies and procedures of both institutions. If approved, the home institution will notify your host institution so that candidate records remains up-to-date at both institutions.

3.6 Withdrawal from the joint PhD program and termination of candidature

Either institution may apply its processes for withdrawal and termination of a candidate's registration, in consultation with the Doctoral Advisory Committee. The Committee will liaise between the two institutions, review and action the withdrawal or termination from the joint PhD program in accordance with each institution's policies and processes.

If a candidate withdraws from the joint PhD program, either university may elect to enrol the candidate onto a single PhD course if appropriate.

3.7 Absence and Break in Study

Entitlements relating to holiday and other absence will follow the policies in place at the home institution, subject to any relevant visa/immigration requirements while at the host institution.

4. Thesis examination procedure

The policies and procedures of IITK, as described in the IITK Postgraduate Program, Procedures and Requirements, will be applied to the examination of a student except where variations are necessary as indicated in the summary below.

The student will pass the Joint PhD only if both Institutions confirm that all requirements for completion of the degree have been satisfied.

1. **Pre-submission**
   1. The Principal Supervisor at IITK, through consultation with the other IITK and LTU supervisors, and the Head of Department (IITK), shall nominate a list of potential examiners for selection of the Thesis Board.
   2. The Academic Program Director (IITK) seeks endorsement of the Chair, BGR (LTU) of the list of nominated examiners. At this stage, any potential or perceived conflict of interest declared by the supervisors should be shared with LTU.
   3. The Chairman, Senate (IITK), in consultation with the Chairperson SPGC (IITK) selects the members of the thesis board from the list. In selecting members of the thesis board:
      a) All examiners must normally hold a doctoral degree and be internationally recognised experts in the research area of the thesis;
      b) All supervisors will be examiners, but LTU supervisors will not be members of the Oral Board;
      c) At least two examiners must be external to IITK and cannot be from the same department at the same university; at least one of these must reside outside Australia;
      d) Any co-authors, members of the research team or LTU staff (including adjunct staff) may not be nominated as external examiners;
      e) Any conflicts of interest that may lead to actual or perceived bias or preferential treatment during the examination should be avoided.
   4. The names of the members of the thesis board shall be kept confidential until successful completion of the oral examination.

2. **Conduct of the examination**

1. The Candidate will submit their thesis to IITK only, following standard IITK procedures.
2. IITK will advise the Graduate Research School (LTU) of the date of submission of the thesis within 5 working days and provide a copy of the thesis and any supporting materials.

Part A – Independent assessment by Examiners

3. The selected examiners will undertake an independent written assessment of the thesis and provide a report to IITK.
4. On receipt of each examiner's reports, the Chairperson SPGC, IITK, will place it in one of the following three categories as detailed in the IITK PG Programmes, Procedures and Requirements:
    a) Category I: Accepted subject to the correction of minor typographical errors to the satisfaction of the supervisors.
    b) Category II: Accepted subject to the correction of typographical or technical errors to the satisfaction of the Oral Board.
    c) Category III: Outright rejection or a requirement to address technical points and/or modifications to the satisfaction of the Examiner.
5. Copies of the categorised report (without the identity of the examiner) will be sent to the Supervisors, the Head of Department (IITK) and the Graduate Research School (LTU).
6. The Chairperson, SPGC (IITK) will seek endorsement from the Chair, BGR (LTU) of the proposed recommendation and any further course of action, following the independent assessment of the thesis.
7. The Chairperson, SPGC (IITK), will seek approval of the Chairman, IITK Senate, to make a recommendation:
    a) If all examiners recommend acceptance of the thesis then constitute the Oral Board;
    b) If one Examiner rejects the thesis then consider further course of action;
    c) If two or more examiners reject the thesis, the thesis will be rejected.
8. In addition, all external examiners must recommend acceptance of the thesis in order to proceed to the oral examination.
9. IITK will advise the Student, Supervisors, Examiners and Academic Program Directors of the arrangements for and expectations of Oral Examination.

Part B – Oral examination

10. An oral assessment will be conducted at IITK on the basis of the thesis.
11. IITK will advise the Student, Supervisors, Examiners and Academic Program Directors of the arrangements for and expectations of Oral Examination.
12. The oral examination is an open examination coordinated by the Principal Supervisor (IITK) or Academic Program Director (IITK).
13. The LTU Supervisors, Academic Program Director (LTU) and any other LTU staff or students, may attend the oral viva assessment in person at IITK, or via video conference, but do not participate in the oral examination as a member of the Oral Board.
14. With reference to the examiner's reports and candidate's presentation of the work, the Oral Board shall:
    a) confirm that modifications suggested by the examiners have been satisfactorily incorporated into the thesis;
    b) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory;
    c) authenticate the work as the student's own;
    d) Prepare a report of the examination.

15. If all, except at most one member of the Oral Board, declare the student as passed, the student shall be deemed to have passed.
16. If a candidate has not passed, the Oral Board will specify whether:
    a) The candidate may be given another chance to appear in the oral examination
    b) The candidate is declared to have failed.
17. The Chairperson, SPGC (IITK) will advise the Chair, BGR (LTU) of the outcome of the oral examination, will provide a copy of the report of the Oral Board and any further relevant documents, and seek endorsement from the Chair, BGR (LTU) of the proposed examination outcome or any further course of action.
18. The Chairperson, SPGC (IITK) will recommend to the Senate (IITK) the award of the PhD degree or, if the candidate has failed, refer the matter to the Senate for further action.

Part C – Informing the Candidate of the outcome of the examination

19. IITK will advise the Student and Supervisors of the outcome of the examination.
20. Each institution will independently contact the Student to arrange any final administrative matters necessary prior to completion of the degree.
21. The Chairperson, SPGC (IITK) will liaise with the Chair, BGR (LTU) to confirm that all requirements of both institutions have been satisfied.
22. The Chair (BGR) will seek approval of the Academic Board (LTU) of the award of the degree.
23. The Candidate will pass the Joint PhD only if both Institutions confirm that all requirements for completion of the degree have been satisfied.
24. IITK will advise the Student, on behalf of both Institutions, that all requirements for completion of the degree have been met.

3. Post-examination

25. Each Institution will independently contact the Student to arrange and confirm conferral of the degree by that Institution.

26. Once all requirements from completion of the degree have been met, IITK may issue a provisional degree certificate to a student on request.

27. The single conferral date of the award will be the latter of the dates at which degrees are conferred by each institution; this will normally be the date of conferral at LTU.

28. Each Institution will award a testamur which includes reference that the award is conferred jointly with the other Institution and the date of joint conferral, using as a guide the sample testamur in the Joint Doctoral Degree Program agreement.

29. Any payments made to external examiners are the responsibility of the Home Institution.

30. In the event that an appeal is lodged during or following the examination, this will be managed by the Home Institution through consultation with the Host Institution.

5. Exchange visits

General information for students travelling to La Trobe:

Information regarding visa, accommodation, banking options and other supports available at La Trobe, please refer to *Annexure 1: Plan your travel to Australia*.

General information for students travelling to IITK:

Information regarding travel, accommodation, banking options and other supports available at IITK, please refer to *Annexure 2: Plan your travel to India*

5.1 Information for students whose home institution is La Trobe

Approval for travel

Prior to any international travel, you must seek approval by completing the [Study Away form](#) available on the LTU GRS website: https://www.latrobe.edu.au/researchers/grs/hdr/candidature/forms-and-resources. You should commence this process as soon as possible (ideally 6 months prior to travel) to allow time to prepare for other requirements such as Visa and travel insurances.

Carefully consider the risks of travel and what contingency plans you need, should your trip be disrupted as a result of COVID-19 exposure or border closures. Talk with your supervisor and school about how any additional costs that may be incurred if you need to activate your contingency plans will be funded.

If you are planning personal travel overseas attached to a university trip, then ensure you are aware of the insurance coverage and your liability for any additional expenses.

- Domestic travel must be booked by your school admin team through the [Travel Hub](#).
- International flights and accommodation must be booked directly through [FCM Travel](#).
- Before planning international travel, check the local destination information via [Sherpa](#) which provides important local information including health warnings, mandatory COVID-19 requirements and necessary forms and documents to be completed prior to departure.

Advice on visas and immigration requirements

Students would need to explore their visa options on the Department of Home Affairs [website](#), and inform the Graduate Research School (GRS) via email at international.GRS@latrobe.edu.au of their planned travel date so La Trobe can provide support to students travelling to Australia.

If students would like to apply for student visa (subclass 500 – Postgraduate Research Sector), they would need to send the following documents/information to GRS at international.GRS@latrobe.edu.au ideally 6 months before their planned travel date:

- Copy of passport (valid for more than 6 months)

- Proposed travel date and duration in Australia

- Information whether student would like to bring dependents (Spouse and Children) to Australia so appropriate level of Overseas Student Health Cover (OSHC) can be arranged.

La Trobe University will issue Confirmation of Enrolment (eCoE) for students to lodge student visa application. Detailed information can be found on our [website](#).

Travel insurance

Students are covered under the [University's travel insurance](#) when travelling for study, field trips and/or research purposes, including limited personal/private travel undertaken in conjunction with the trip. Please go to [La Trobe Graduate Research School Forms and Resources](#) and complete the [Study Away Form](#) (Refer to the [Research forms page](#) for instructions on how to access the form) to confirm your application.

For more information, please visit the La Trobe Insurance office page: https://www.latrobe.edu.au/insurance/travel

Booking travel

Prior to any international travel, you must seek approval by completing the [Study Away form](#) available on the LTU GRS website: https://www.latrobe.edu.au/researchers/grs/hdr/candidature/forms-and-resources.

- Domestic travel must be booked by your school admin team through the [Travel Hub](#).
- International flights and accommodation must be booked directly through [FCM Travel](#).
- Before planning international travel, check the local destination information via [Sherpa](#) which provides important local information including health warnings, mandatory COVID-19 requirements and necessary forms and documents to be completed prior to departure.

5.2 Information for students whose home institution is IITK

Please contact the IITK International Office for further details.

Refer to: https://www.iitk.ac.in/oir.

Annexure 1 – Plan your travel to Australia

Information for candidates where IITK is the home institution

VISA

Before you travel to Australia, you will need to be vaccinated for COVID-19 and will require a valid Visa. You would need to explore your visa options on the Department of Home Affairs website, and inform the Graduate Research School (GRS) via email at international.GRS@latrobe.edu.au of your planned travel date.

Student Visa

If you are applying for a student visa (subclass 500), La Trobe University will issue a Confirmation of Enrolment (eCoE) for you to lodge a student visa. Please provide the following document/information to international.GRS@latrobe.edu.au:
- Copy of your passport (valid for more than 6 months)
- Proposed arrival date and duration in Australia
- Information on whether you are bringing dependents (spouse and children) to Australia so that the appropriate level of Overseas Student Health Cover (OSHC) can be arranged.

For more information, please visit: https://www.latrobe.edu.au/international/prepare/visa

Overseas Students Health Cover (OSHC)

OSHC is compulsory for students who are applying for a student visa. Students will need to be covered from the date of arrival in Australia until their visa expires. Students can purchase OSHC through La Trobe (our preferred provider is Medibank) or they can arrange their own OSHC. OSHC must be paid in full and in advanced. Please note that the scholarships do not cover for the cost of OSHC. More information can be found on our website.

Bringing your Family

Please refer to our website for information on bringing your family on a student visa.

ACCOMMODATION

Before you leave, you need to book accommodation for the duration of your stay in Australia. There is on-campus accommodation at our Melbourne (Bundoora) campus, options can be viewed on our website. Special rates and discounts are available for international PhD students on visiting or exchange programs that may not be advertised on the website, please contact accommodation services at living@latrobe.edu.au to make arrangements. You may need to provide proof of enrolment to access these discounts.

Information about off-campus accommodation can be found on our website We do not recommend signing a rental lease agreement before inspecting the property.

BOOKING TRAVEL

Please check with your home institution on booking your travel to Australia.

La Trobe offers free airport pick up from the airport to your accommodation. You can book the free airport pick-up via an online form.

CURRENCY AND BANKING

You can open a bank account with the [Australia and New Zealand Bank (ANZ)](#), [Commonwealth Bank of Australia (CBA)](#) or [National Australia Bank (NAB)](#) before you leave your home country. Once you open an account, you can transfer funds from overseas to be ready when you arrive (except CBA). Before transferring funds, you need to be certain that you're coming to Australia, because you can only access your transferred funds once you've arrived and have provided identification at one of the branches. Please refer to their website for more information.

More information on currency and banking can be found [here](#), noting that Westpac no longer has a branch on our Melbourne (Bundoora) campus and you can only open a Westpac bank account when you have arrived in Australia.

STUDENT ID CARD

You will be using your student ID card on campus for using the library, printing and photocopying, building access and as proof of identification. We recommend that you order your student ID card a week prior to your planned travel date. See the [Student ID cards page](#) for more information.

COVID-19 VACCINE CERTIFICATE

You will need to bring your international COVID vaccine certificate to a medical centre to have it recorded on the Australian Immunisation Register (AIR). One option is the La Trobe Medical Centre. Please give the medical centre a call to check if you need to make a booking. Once your overseas vaccinations have been added, you should be able to view your COVID-19 digital certificate. More information can be found [here](#).

Vaccination is mandatory to come on to any La Trobe campus and all graduate researchers are required to provide proof of full vaccination (or a valid medical exemption) before attending any of our campuses. You would need to create a La Trobe [institutional account](#) by contacting Student IT Support, and add proof of your vaccination (COVID-19 digital certificate) on [myHR](#). You can find more information on attending campus and current COVIDSafe settings, including instructions on adding proof of vaccination on our [FAQs](#).

SUPPORT AT LA TROBE

Prior to arrival, you can learn about how the Graduate Research School operates on our website for new students: https://www.latrobe.edu.au/researchers/grs/hdr/candidature/research-orientation
On arrival, your supervisor is a key contact point to help familiarise you with your department. You should speak to your LTU supervisor about any induction processes (such as safety procedures, work station, etc.) in your Department or School.
The Research Education and Development (RED) Team runs a program of workshops for all graduate researchers that provides an important point of familiarisation:
https://www.latrobe.edu.au/research/red/workshops-seminars
Additionally, the International Students team offers a wide range of support:
https://www.latrobe.edu.au/students/international

WIFI ACCESS

Internet access is available at all La Trobe University campuses. For new students, you will find that you will not be able to use most computers on campus until you have your log in and password details provided in your Statement of Account, which will be sent to you after you have undergone the enrolment process. Further information about internet access is available here: https://www.latrobe.edu.au/library/facilities/computers/wifi-access

RESOUCES

- Travel to Australia from Overseas: https://covid19.homeaffairs.gov.au/preparing-to-travel-to-australia-from-overseas
- Arriving to Melbourne, Victoria: https://www.coronavirus.vic.gov.au/information-overseas-travellers
- Recognised vaccines: https://www.tga.gov.au/international-covid-19-vaccines-recognised-australia
- Step-by-step guide on preparing your travel: https://www.latrobe.edu.au/international/welcome

Annexure 2 – Plan your travel to India

Information for candidates where LTU is the home institution

BEFORE ARRIVAL

TRAVEL

Please check with your home institution on preparing your travel plan for India. Inform International Relations office, IIT Kanpur in advance about your travel plans and for pick- up service from Kanpur railway station or Kanpur/Lucknow airport.

COVID-19 VACCINE CERTIFICATE

You will need to be fully vaccinated for COVID-19 and bring along a valid certificate that supports your fully vaccinated status. Vaccination is mandatory before coming to IIT Kanpur campus and all students are required to provide proof of vaccination before arrival on campus.

ACCOMMODATION

Before you leave your home country, you need to book an accommodation for the duration of your stay in India. There is on-campus accommodation at IITK campus. Students will be given two options for residence. First option will be the rooms in the Visitor's Hostel (Extension), which are air-conditioned and fully equipped. Charges for these rooms will be INR 15,000 for one month. Two students can share one room if they wish to. Charges will be INR 20,000 on twin sharing basis. The second option is in dormitories/ Halls, which are not air conditioned. They have shared Indian style toilets and bathrooms.

MEALS

Everyone has different eating habits, likes and dislikes. Plus, you need to give yourself and your stomach time to get used to new and different food you will be eating in India. For students who like Indian food, there are plenty of options available. You can eat in visitor hostel's dining hall, messes or canteens of different Halls, and food court in the new SAC area. For coffee and snacks Cafe Coffee Day is also a nice lounging option.

EXTRA-CURRICULAR ACTIVITIES

IITK houses several extra-curricular activity centers where you can advance your hobbies or develop new ones. Electronics, photography, music, aero-modeling and robotics clubs are only a few amongst many. You can contact various club coordinators to join these clubs. For more information, log on to http://students.iitk.ac.in/gymkhana

HEALTH CENTRE

We have a Health Centre on campus that provides primary and emergency healthcare facilities to the campus residents.

SAFETY AND HYGIENE

While in India, safety and hygiene might be a concern for you. However, with some care and little precaution, you can enjoy a perfectly healthy stay in the country.

AFTER ARRIVAL

INTERNATIONAL RELATIONS OFFICE

First and foremost, visit the IR office to complete all required admission formalities. Please bring a copy of your passport, visa, offer letter and CV along with 4 passport size photographs for registration.

VISIT TO HEALTH CENTRE

On arrival visit the Health Centre of IIT Kanpur and get yourself examined and submit your COVID-19 vaccination certificate. You will be required to follow the COVID-19 guidelines as issued by the Health centre from time to time.

COUNSELLING SERVICE

The IR office will arrange a visit to the IIT Kanpur Counselling Service. The Counseling Service ensures that IIT Kanpur is not just an institute, but a home away from home for you. An Orientation Programme for the freshmen is arranged at the beginning of the session to acquaint them with the facilities, services, personnel and rules and regulations of the Institute. Student Guides and Volunteers affiliated with the Counselling Service help newcomers to settle in the new environment. For more information, log on to: http://www.iitk.ac.in/counsel/

WI-FI ACCESS

Internet access is available across the entire IIT Kanpur campus. For new students, you will find that you will not be able to access Wi-Fi on campus until you have your login and password details which will be given to you after you have undergone the enrolment process at IIT Kanpur.
More information about internet access is available at:
https://www.iitk.ac.in/cc/images/Network/Wifi_with_single_signon.pdf

CURRENCY AND BANKING

You can open an NRO bank account with the Union Bank of India or State Bank of India after arrival in India. Once you open an account, you can transfer funds from overseas and also deposit Indian currency as well as foreign currency in your bank account. IR office will help you with the opening of your bank account.

COMMUNICATION WITH IR OFFICE

For all communication with International Relations, IIT Kanpur use the email: oir@iitk.ac.in.

In case of urgency call at the telephone numbers +91 512 259 6067 during office hours.